

Professional Development Account (PDA) Request Form

Faculty Name: _____ Date of Request: _____

I participated in: FYS Incentive Early College Mentor
 Other, please specify _____

Amount of PDA Funds Requested: _____

PDA funds are to be used to support professional development, especially for use in improving instruction and faculty activities generally. For instance, professional development funds may be used to support research (e.g., materials, equipment, data, software, student assistants, etc.), travel, publications, events and meetings that promote faculty and student success. Other uses will be considered based on appropriateness in supporting professional development.

Please provide a brief and specific description of each activity/purchase, including a cost estimate:

Note: Equipment purchased will be returned to the Office of the Provost when employment at MSU ceases.

How does this activity/purchase support your professional development?

Department Chair/Associate Dean Signature **Date**

Dean Signature **Date**

Faculty Signature **Date**

Rev 02/22/2012

Submit completed form to mail, email, or fax to:
Lora Pace, First Year Programs Director
329 Allie Young, l.pace@moreheadstate.edu, Fax: 3-5072

AVPAA Office Use Only
Approved: Y N
Acct #: _____
Date of Transfer: _____